

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DAFS/BGS			
Department Contract Administrator or Grant Coordinator:		Jill Instasi, BGS Senior Project Manager			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$40,000	Advantage CT / RQS #:	18A 20200623*4070		
CONTRACT	Proposed Start Date:	6/26/2020	Proposed End Date:	12/31/2020	
AMENDMENT	Original Start Date:		Effective Date:		
	Previous End Date:		New End Date:		
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		Air Quality Management Services, Lewiston, ME			
Brief Description of Goods/Services/Grant:		Environmental Testing and Inspection Services			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

In order to address incoming air quality issues in our State owned and leased space buildings we require testing to determine the presence and levels of any potential hazardous substances.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Air Quality Management Services is currently on the State Pre-Qualified List for environmental services.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Services are provided which are in-line with market rates for these types of professional services.

4. Describe the plan for future competition for the goods or services.

The Bureau of General Services, through the Division of Procurement Services, is working on establishing a Master Agreement for environmental testing state-wide.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Elaine Clark</i>		
Printed Name:	Elaine Clark	Date:	6.24.20
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
Printed Name:	Kathy Paquette	Date:	6/26/2020